

**VENTURA COLLEGE**  
**Student Learning Outcome Committee**  
**Tuesday, March 8, 2016**  
**3:00pm-4:30pm**  
**MCW-312**

**Present:** Andrea Horigan, Nathan Cole, Pamela Yeagley, Philip Clinton, Brent Wilson, Lynn Wright, Jenchi Wu, Corey Wendt, Jack Bennett, David Reed, Vandana Gavaskar, Chief Sidnam, Bill Hart, Phillip Briggs, Debbie Newcomb

**Recorder:** Felicia Torres

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Assigned to:
<b>A. Call to Order</b>			
	Debbie began meeting @ 3:03 p.m. There was a comment that it was the best attendance ever.		
<b>B. Public Comments</b>			
	It was announced that the SLO Committee will be an advisory group beginning in the fall, so no formal Brown Act rules will apply.		
<b>C. Announcements/Information Items</b>			
<b>1. SLO division updates from/to committee members</b>	Brent shared some information regarding an online form that the Performing Arts department had been using to collect information and wondered if it could possibly be useful for TracDat. He offered to share it with the group for consideration. He added that it enabled faculty to report their findings more easily.		
<b>2. Report from Academic Senate on submitted documents - Andrea</b>	Andrea reported that the documents were submitted to the Academic Senate at the last meeting. They were all approved with 6 abstentions, so SLO #5 is good to go.		
<b>3. Report from ISUO #1 Forum - Andrea</b>	Andrea reported that the first ISUO Forum was held last Friday. The overall comments regarding the experience		

	<p>was that it was fantastic. She went over some of the topics that were covered by the speakers. She said that it was unfortunately “poorly attended”. Some of the reasons for that was possibly due to the information not being shared with the right people. And of the people who attended, the comments on the event were fantastic. Some additional comments were shared with the group. There were great reviews for Pamela and Bill, but again it was disappointing to see that so few people were able to benefit from the information given.</p> <p>Debbie thanked Phil for his donation of 5 door prizes.</p> <p>Other ideas were given for the next forum and how to get more people through the door.</p>		
<b>4. Report from TracDat Training for Deans – Andrea</b>	<p>Andrea reported that four deans attended the TracDat Training for Deans. She described the topics that were covered.</p> <p>Lynn commented that the system was a little complicated but it was good to know and felt more empowered to talk about SLOs with department chairs now that she had a better understanding of the system.</p>		
<b>D. Old Business</b>			
<b>a. ISUO #3 Forum plans – Event on April 12<sup>th</sup> from 3-4:30 PM</b>	<p>ISUO #3 forum update was given. The forum will be held in Guthrie Hall. There are high hopes that attendance will be good. Nathan offered ideas for donations. The group has decided to go with a spring theme.</p>		Jack B. will work with Felicia on food for event.
<b>b. Newsletter workgroup report – Brent</b>	<p>Brent reported that the newsletter went out today, 3/10. He said that he had sent it to Alex to distribute to all faculty.</p>		
<b>c. SLO Manual report – Nathan</b>	<p>The SLO electronic version of the manual was displayed on the big screen. Nathan reported that he incorporated all of the information that he had received from Andrea and Debbie. He noted that the format is still a little off because he was using information from</p>		Chief and Nathan to work together to get the manual up and running.
<b>i. Proposed website set-up</b>			

	<p>different sources. He will fix it once the document is more complete. He asks that the group look at it and see if anything is repetitive and if something needs to be added. Please send corrections and suggestions to him via email.</p> <p>We will vote on the manual in May.</p>		
<b>d. Function of the committee</b>	<p>The function of the committee description was displayed on the screen, reviewed and discussed by the group. Changes were made to the document as they were discussed. The function was finalized and will be sent to the Academic Senate.</p> <p>It was clarified that this group will function as a recommending body in the future and will not make decisions about processes for the college.</p>		Debbie – Send to Academic Senate
<b>e. Membership of the committee</b>	<p>The list of membership was also displayed on the screen and discussed. Changes were also made to the list as they were discussed. The committee composition was finalized and will be sent to the Academic Senate.</p> <p>Debbie asked for feedback and clarifications on the areas being represented and completed filling in the holes.</p>		Debbie – Send to Academic Senate
<b>E. New Business</b>			
<b>a. Review/evaluation of CSLOS</b>	Removed from agenda. This item was not supposed to be on the agenda for this meeting.		Felicia – Remove item from agenda.
<b>b. SUO rubrics</b>	Debbie asked the group if they wanted to meet in May. She said that it would be a good idea for the group to meet in May to wrap up any items needing further discussion.		
<b>c. Annual survey and 2015-2016 goals/rubric – May 2016</b>	Debbie let the group know that May's meeting would be a quick meeting to finish approving documents and evaluate goals, especially for accreditation. The committee goals will be evaluated based upon the previously approved goals rubric. If we do not have a		

	formal meeting, we will vote via email.		
<b>F. Action Items</b>			
<b>1. Approval of Minutes (February 9, 2016)</b>	Motion to approve February minutes by Phillip and seconded by Andrea. Minutes approved.		
<b>2. Approval of SLO Advisory Group function</b>	Report was made that the function was approved.		
<b>G. Meeting take-aways</b>			
	<p>Debbie reported that the idea of adopting this new process was learned from the review team.</p> <p>This meeting's take-aways:</p> <ul style="list-style-type: none"> <li>• Committee composition finalized</li> <li>• After 4 years of functioning as is, we decided our function</li> <li>• Now have a handbook</li> </ul> <p>Lynn added a comment that this process also helps the group to be productive.</p>		
<b>H. Adjournment</b>			
	@ 4:05PM		
<b>Next Meeting</b>	Tuesday, April 12, 2016 3-4:30 pm (MCW-312)		